

**Housing Authority of City of Burlington Wisconsin
Riverview Manor**

October 10, 2018

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, October 10, 2018 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Petersen.

COMMISSIONERS PRESENT: Chairman Petersen, Vice Chairman Heck, Secretary Smith, Commissioner Merten, Commissioner Lapp and Manager Odeja.

Minutes from the regular monthly meeting held September 13, 2018 were reviewed. A motion to approve the minutes as written was made by Heck, seconded by Merten and carried unanimously.

FINANCIAL REPORT: Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members including Reserve Account balances as of September 30, 2018. (See statement balance sheet).

Transfer of reserve account to Town Bank and updated signers in progress.

OCCUPANCY REPORT: Manager Odeja reported 62 on the waiting list for one-bedroom units and 6 for two-bedroom units.

BUILDING AND MAINTENANCE: Manager Odeja gave a report on the maintenance items that were taken care of in September. See attached report for details.

There was discussion on our part-time cleaning person and the hours that are being worked. They are not enough to cover the regular cleaning schedule and the rent readies. The current cleaning person is working eight hours a week. The original job posting she was hired under was for 10-15 hours a week. It was decided that there is a need to adhere to the original work hours in the posting to ensure that all cleaning is getting done.

Manager Odeja reported on the need for new fence around the dumpsters. She will obtain two estimates. Also reported was a need to remove the carpet at the north entrance due to heavy traffic and wear and replace with tile. A motion was made to proceed with the above manager recommendations by Heck, seconded by Merten and carried unanimously.

NEW BUSINESS: A motion made for Manager Odeja to attend the upcoming November training presented by WICARH was made by Lapp, seconded by Merten and carried unanimously

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:38 P.M. The next monthly meeting is scheduled for November 15, 2018 at 6:00 p.m.



John Smith, Secretary